

"Minority business enterprises are encouraged to respond to this solicitation notice."

PROJECT MANUAL

**Replace Two Existing Sheds
Matapeake Marine Terminal
301-306 Marine Academy Drive
Stevensville, Queen Anne's County, MARYLAND 21666**

PROJECT # EC22-09501-15
BPM029474

MAINTENANCE CONTRACT

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
ENGINEERING & CONSTRUCTION

DATE: April 20, 2022

DATE BIDS DUE: **May 25th, 2022**

TIME: **2:00 P.M.**

BID FOR THIS SOLICITATION ARE BEING ACCEPTED SOLELY ONLINE THROUGH
<https://emma.maryland.gov>

NOTE: You are strongly urged to attend the pre-bid site visit to understand the scope of work. Those attending shall meet on **May 10th, 2022, at 10:00 a.m., Matapeake Marine Terminal, 301-306 Marine Academy Drive, Stevensville, Queen Anne's County, Maryland 21666.** If you cannot attend or need directions to the pre-bid visit or for clarification of the specifications please contact:

PROJECT MANAGER: Marcus Gaskins

410-897-2878

Name and address of Procurement Officer:

*Perry Otwell
Dept. of Natural Resources
Tawes State Office Building, D-3
Annapolis, Maryland 21401*

IV. DETAILED SPECIFICATIONS

A. SCOPE:

1. This project consists of a contractor providing all labor, equipment, materials, supplies, insurance, etc., necessary to remove and replace two existing sheds with two new sheds, at Matapeake Marine Terminal. The location of the property is 301-306 Marine Academy Drive, Stevensville, Maryland 21666, in Queen Anne County.
2. The proposed project shall include, but is not limited to, the following:
 - a. Disconnect and abandon any electrical feed to the shed(s).
 - b. Temporarily relocate the custom wooden shelves left in the sheds.
 - c. Remove old 12-foot by 30-foot sheds from the property using contractor means and methods.
 - d. Excavate for and install gravel foundation for each shed, approximately 5 tons each (total equals 10 tons), in the locations of the previously removed sheds.
 - e. Purchase and install new 12-foot by 24-foot sheds on newly created base.
 - f. Install previously relocated shelves into the new sheds.
 - g. Restore surrounding area to pre-construction condition.

NOTE: All quantities and sizes listed above are approximate. The contractor shall be responsible to obtain measurements for the project and bidding purposes.

B. QUALIFICATIONS OF THE CONTRACTOR:

1. The contractor shall be licensed in the State of Maryland as a General Contractor to perform work associated with this project.
2. All electrical work shall be performed by a licensed Master Electrical Contractor approved to perform work in Queen Anne County.
3. The contractor shall have a minimum of three (3) years of experience performing similar construction projects.
4. Upon request, the contractor shall supply a list of other similar projects which have been completed.

C. SITE INSPECTION:

1. The Pre-Bid Conference Meeting, site visit date, and time is listed on the cover of this Bid Package.

2. All prospective bidders are encouraged to attend the Pre-Bid Conference Meeting and familiarize themselves with the requirements for the project.
3. Failure to attend the Pre-Bid Conference Meeting, or visit the site, will not relieve the successful bidder from complying with the requirements of these specifications, at no additional cost to the Maryland Department of Natural Resources (DNR).
4. The contractor shall investigate the project site and satisfy themselves for, including but not limited to, the conditions affecting the work, access at the site, physical conditions at the site, the type of equipment this project requires, the facilities needed preliminarily for the work, and the facilities needed throughout the duration of work.
5. The contractor shall satisfy themselves as to the character, quality, and quantity of materials on the surface/subsurface, and any obstacles it may encounter, since this information is reasonably ascertainable from an inspection of the site.
6. Please contact Facility Manager for the Matapeake Marine Terminal, Kelly Wright, by calling (443)510-4514, prior to any site visit, other than the Pre-Bid Meeting.

D. LIMITS OF WORK:

1. The limits of work are detailed on drawing(s), identified in the field by the Facility Manager and DNR Engineer, or marked in the field with stakes, paint, or other suitable means for the project.
2. The limits of work do not change without prior approval by the Facility Manager and DNR Engineer.

E. SCHEDULE OF WORK:

1. The contractor shall obtain a Notice-to-Proceed (NTP), with a project start of construction date, before sending over any additional submittals to the Facility Manager and DNR Engineer, for review or approval.
2. All work shall be completed within forty-five (45) calendar days of the NTP, unless a written change order, which extends the time, is approved by a DNR Procurement Officer.
3. All work shall be coordinated with the Facility Manager and DNR Engineer, during the work initiation meeting.
4. Work shall be accomplished during normal working hours of 8:00 AM to 4:30 PM, Monday through Friday, unless permission is given in writing by the Facility Manager to do otherwise.
5. The contractor shall notify the Facility Manager and DNR Engineer a minimum of three (3) workdays prior to the start of any demolition.

F. STANDARDS AND CODES:

1. All work shall be performed in a top-quality workmanship manner in accordance with the standards of the trade
2. The contractor shall comply with all Federal, State, and Local regulations, comply with all Occupational Safety and Health Administration (OSHA) regulations, and comply with all Maryland Occupational Safety and Health Administration (MOSHA) regulations, for construction safety and health standards, throughout the duration of this project.
3. All work shall be performed in accordance with applicable code requirements and standards as defined by the Maryland Code Administration "Maryland Building Performance Standards" (MBPS), and the latest editions of the following codebooks:
 - a. International Building Code (IBC)
 - b. International Residential Code (IRC)
 - c. International Plumbing Code (IPC)
 - d. International Mechanical Code (IMC)
 - e. National Electric Code (NEC)
 - f. National Fire Protection Association 101 Life Safety Code (NFPA)
 - g. Environmental Protection Agency (EPA)
 - h. International Fire Code (IFC)

G. MATERIALS AND SUPPLIES:

1. General:
 - a. All materials are subject to the inspection and approval of the Facility Manager and DNR Engineer.
 - b. Any materials or supplies that have not been specifically mentioned, but necessary for the complete, safe, and satisfactory completion of the project, shall be provided by the contractor if specified herein.
 - c. The contractor shall be responsible for the coordination, off-loading, and proper storage of all supplies up until the time of the final inspection.

2. Specifics:

- a. Prefabricated free-standing sheds shall be both "Cottage" style sheds to match the existing type of sheds on-site. Each shed shall have two (2) windows, an asphalt shingle roof, two (2) sets of double doors, and gable vents. Color of siding and roofing materials shall be selected from contractor provided samples. Submittal of proposed sheds shall be approved by the Project Manager prior to ordering.
- b. Crusher run (CR-6) shall be State Highway Administration aggregate stone.
- c. Filter fabric shall be geotextile material, for subsurface drainage filtration and CR-6 stabilization.
- d. Topsoil shall be from a source off the project site. It shall consist of natural surface soil, from well-drained areas, and from which no topsoil has been previously stripped. It shall be homogenous in nature, free from any materials harmful to plant growth, have organic content of not less than 1.5 percent by weight, and be native to the area.
- e. Grass seed shall be Maryland Department of the Environment approved Seed Mix #1, #2, or #3. Seed bag tags must be made available to the Facility Manager and DNR Engineer to verify the contractor uses the correct type of seed.

H. METHOD OF WORK:

1. General:

- a. The contractor shall coordinate all work with various trades and material suppliers, in order to complete the project expeditiously and within the time limits of the contract.
- b. All work shall be performed in the best and most professional manner possible by people skilled in their respective trades.
- c. All work shall be performed to minimize disruption to facility operations.
- d. Prior to starting work, the contractor shall submit a work schedule for the entire project.
- e. Throughout the duration of the project, the contractor shall take steps to ensure adequate protection for DNR property. Any damage will be repaired, or replaced, by the contractor at no additional cost to DNR.
- f. The contractor shall provide and install adequate barricades, signs, etc., necessary to ensure public safety as approved by the Facility Manager and DNR Engineer.

- g. The contractor shall supervise and direct the work, using its best skills and attention; and shall be responsible to DNR for any acts or omissions of its employees, subcontractors, suppliers, or others who perform work on this project.
- h. Prior to moving any equipment into the work area, the contractor shall evaluate all locations where building projections, overhead utilities, etc. exist, and where they may interfere with the proper use of, or movement of, onsite equipment or trucks, for deliveries, debris removal, etc.
- i. The contractor shall be responsible for removal and proper disposal of project debris. Unless approved by the Facility Manager and DNR Engineer, the stockpiling of demolition debris is prohibited outside of the "footprint" of the identified project location(s) which are scheduled for demolition or debris removal. All demolition debris is to be handled and placed directly, or into waiting dump trucks.
- j. The contractor shall maintain the job site in a safe, neat, and orderly manner throughout the project.

2. Specifics:

- a. The contractor shall arrange for Miss Utility, and hire an approved independent utility locating service, to check and mark the area of work for utilities, etc., prior to the start of ground disturbance work.
- b. The contractor must access the sheds through a gate at the entrance to the Matapeake Marine Terminal. Arrangements will be made by the Facility Manager and DNR Engineer to provide entry to the construction site, after NTP, on a day-to-day basis.
- c. For the existing electrical wires and conduit at the shed, the Master Electrical Contractor shall locate, identify, disconnect, and seal or cap off the utility services and electrical systems serving the area(s) to be demolished. The Facility Manager and DNR Engineer will arrange a time to shut off the indicated service(s) when requested by the contractor. This process must ensure that the continuity of service this system provides to other parts of the source building is not removed. No electricity will be in the new sheds.
- d. The contractor shall disassemble, if necessary, and relocate custom shelves in the empty sheds, to a place on-site that the Facility Manager will identify.
- e. Remove both 12-foot by 30-foot sheds from the property using contractor means and methods.
- f. Excavate four (4) inches of the existing soil, for the two 12-foot by 24-foot shed gravel foundations, and mechanically compact the ground within the 4-inch excavated area for geotextile and gravel.

- g. Install geotextile, or filter fabric, over the newly compacted soil, with a minimum of one (1) foot overlap between pieces of geotextile and use pins for overlapping areas.
- h. Provide an adequate level base of CR-6 with one 2-inch lift of CR-6 at a time. After each lift, mechanically compact the CR-6. The level base for the new sheds should be a compacted four (4) inches for the 288 square feet area of each shed, which is approximately 5 tons each (10 tons total).
- i. Coordinate delivery, placement, and assembly (if necessary) of the two new sheds onto the CR-6 foundation. Ensure new sheds are centered on pads and are completely level. Ensure all doors and windows function properly and do not stick. Ensure a watertight seal at all areas of penetration (windows, doors, ridge line, vents, seams, etc.).
- j. Reassemble, as necessary, the custom shelves into the new sheds. Notify the Facility Manager and DNR Engineer if the new sheds do not fit correctly on the CR-6, or fully on the area of the base. Due to the size reduction from 12-foot by 30-foot to 12-foot by 24-foot, all custom shelves may not fit into the new sheds. The Facility Manager shall coordinate where to put any custom shelves that do not fit into the new sheds on-site. For the bid, consider custom shelves that do not fit into the two new sheds as construction debris.
- k. Restore surrounding area to pre-construction conditions. Repair, or replace, any rut damage to topsoil, gravel drive, etc.
- l. Upon completion of the project, the contractor shall legally dispose of all excess materials, debris, etc. off DNR property.

I. WARRANTY AND GUARANTEE:

- 1. The contractor shall fully guarantee the work covered under this contract for a period of two (2) years, from the date of acceptance against defects in materials and workmanship.
- 2. Any defects found within the two (2) year warranty period shall be promptly repaired or replaced by the contractor at no additional cost to the DNR.
- 3. Acceptance by DNR of any procedures, materials, workmanship, or final product, shall not relieve the contractor of his contractual requirements.
- 4. All work is subject to the inspection and approval of the Facility Manager and DNR Engineer.

J. GENERAL REQUIREMENTS:

1. All work shall be coordinated with the Facility Manager and DNR Engineer at the work initiation meeting.
2. An on-site office will not be required for this project.
3. The contractor shall make its own arrangements to acquire any temporary utility service, which may be required to perform this contract. Any expenses incurred must be paid by the contractor.
4. The contractor shall provide and maintain temporary toilet facilities throughout the active ongoing phases of work.

K. METHOD OF BIDDING:

1. All bids shall be submitted online via eMaryland Marketplace Advantage (eMMA) at <<https://emma.maryland.gov>>. **(NO PAPER BIDS)**
2. On eMMA opposite "Total Bid," the contractor shall insert a lump sum bid to complete all work described herein. Bid amount must also coincide to the amount on the Bid Form that is attached, and all supporting documents completed, to be a full and valid bid.
3. The project will be awarded to the contractor submitting the lowers Base Bid, demonstrating the ability to fulfill the requirement for this project.
4. See Section V. "ALTERNATES AND UNIT PRICES" below, for additional bidding requirements.

V. ALTERNATES AND UNIT PRICES

A. ALTERNATES:

Not Applicable (N/A)

B. UNIT PRICES:

Not Applicable (N/A)

NOTE: The contractor shall incorporate all costs associated with transportation, fuel, maintenance on equipment, employee salary, benefits, overhead, profit, etc., in the unit Price. Unit Prices will be used to increase/decrease the contract price based on actual quantities installed, in accordance with the Instructions to Bidders for Construction Projects (3.B.3).

VI. DRAWINGS & ATTACHMENTS

The following drawing(s) are attached and should be considered as part of these specifications:

Attachment #1, Vicinity/Site Map



VICINITY MAP

SCALE: N.T.S.

The ADC map image was provided by Kappa Map Group, 6198 Butler Pike, Blue Bell, PA 19422. All rights reserved. This publication may not be reproduced, in whole or in part, in any form or by any means, without written permission of the copyright owner.



STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
ENGINEERING AND CONSTRUCTION

LOCATION MAP

MATAPEAKE MARINE TERMINAL
QUEEN ANNE COUNTY
301-306 MARINE ACADEMY LANE,
STEVENSVILLE, MD 21666